“Broom-clean” checklist:

* + - All moveable equipment has been removed, including -80s and any other refrigerators
      * Biosafety Cabinets must be removed
      * Fume hoods and built-in cabinets are ok to stay.
    - All moveable furniture has been removed
      * Examples include desks, filing cabinets, chairs, carts, and freestanding bookshelves.
      * If wall-mounted bookshelves were installed by the group vacating the space, they may be asked to remove them as well.
    - All supplies, chemicals, isotopes, files, books, personal items, and trash have been removed.
    - The room has been decontaminated by Environmental Health and Safety (EH&S).

Contacts:

* To dispose of freezers and refrigerators, contact **Supply Chain Management /Surplus** (415/502-3086).
* If radioactive or other hazardous materials are involved, contact **EH&S** at 415/476-1300 to have the item removed.
* **UCSF Recycling & Waste Reduction Program** ([facilities@ucsf.edu](mailto:facilities@ucsf.edu) 415/476-2021) will accept reusable office supplies/old furniture and hosts free bulky item drop off days but does not accept Freon units (no freezers or refrigerators).
* **Records Retention and Document Management**: <https://space.ucsf.edu/records-information-management>